



Administration for Children and Families

Administration on Children, Youth and Families

National Child Welfare Capacity Building Center for Tribes

HHS-2014-ACF-ACYF-CZ-0815

Application Due Date: 07/22/2014

National Child Welfare Capacity Building Center for Tribes

HHS-2014-ACF-ACYF-CZ-0815

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Department of Health & Human Services
Administration for Children and Families

Program Office: Administration on Children, Youth and Families - Children's Bureau
Funding Opportunity Title: National Child Welfare Capacity Building Center for Tribes
Announcement Type: Initial
Funding Opportunity Number: HHS-2014-ACF-ACYF-CZ-0815
Primary CFDA Number: 93.658
Additional CFDA Number: 93.652
Due Date for Applications: **07/22/2014**

Executive Summary

Notices:

- In Fiscal Year (FY) 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via <http://www.grants.gov> is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files. Please see *Section IV.2. Content and Form of Application Submission* for detailed information on this requirement.
- Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <http://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

The purpose of this FOA is to establish by cooperative agreement the National Child Welfare Capacity Building Center for Tribes (CBCT). CBCT will serve as the technical assistance focal point for coordinated and culturally competent capacity building technical assistance to title IV-B and title IV-E American Indian and Alaska Native Nations.

CBCT will be the Children's Bureau's principal vehicle for delivering effective, high-quality technical assistance (universal, targeted, and tailored) to tribal child welfare agencies to successfully meet current and future standards and requirements described in statute and federal regulations (including those specified under titles IV-B and IV-E of the Social Security Act), to improve organizational and system performance, and to improve outcomes for tribal children, youth, and families. In addition, CBCT will be responsible for increasing the knowledge, skills, and resources of tribal child welfare professionals and their partners.

CBCT will provide four levels of technical assistance support to build the capacity of title IV-B and title IV-E American Indian and Alaska Native Nations. The four levels are:

- 1) Universal technical assistance: training and technical assistance to a broad target audience of professionals and stakeholders in the field of child welfare as a whole to increase awareness, understanding, engagement, access, and/or use;

- 2) Targeted technical assistance: technical assistance to increase knowledge and skills of a particular cohort of child welfare professionals on a particular topic or in a specific aspect of child welfare practice;
- 3) Tailored technical assistance: tailored, data-driven consultation to offer brief as well as intensive, individualized services to improve organizational performance necessary to improve identified outcomes; and
- 4) Tribal permanency projects: specific projects that will assist tribal systems to implement an array of culturally responsive permanency options for Native children and youth who have been maltreated and neglected and who cannot remain with their birth families.

Additionally, CBCT will work collaboratively with other CB-supported technical assistance providers to improve child welfare systems and to support tribes and states in achieving sustainable, systemic change that results in greater safety, permanency, and well-being for children, youth, and families.

I. Program Description

Statutory Authority

The legislative authority is Section 476(c)(1), (2)(A)(i)-(ii) & (2)(C) of the Social Security Act, 42 U.S.C. §676(c)(1), (2)(A)(i)-(ii) & (2)(C), as amended by the Fostering Connections to Success and Increasing Adoptions Act of 2008 (Pub. L. 110-351).

The legislative authority is Section 203 of Subchapter II - Adoption Opportunities of the Child Abuse Prevention and Treatment and Adoption Reform Act [42 USC 5113].

Description

The Administration on Children, Youth and Families (ACYF) administers national programs for children and youth; works with states, tribes, and local communities to develop services that support and strengthen family life; seeks joint ventures with the private sector to enhance the lives of children and their families; and provides information and other assistance to parents. Many of the programs administered by ACYF focus on children from low-income families; abused and neglected children; children and youth in need of foster care, independent living, adoption, or other child welfare services; preschool children; children with disabilities; runaway and homeless youth; and children from Native American and migrant families.

ACYF works directly and through grants and contracts to assist states and tribes in improving services to families and children. Within ACYF, the Children's Bureau (CB) is the federal agency responsible for assisting child welfare systems improve the services they provide to vulnerable children and families.

CB's website (<http://www.acf.hhs.gov/programs/cb>) provides a wide range of information and links to other relevant websites. Before preparing an application, grantees can learn more about the CB's mission and programs by exploring the website.

Relevant Legislation

The Fostering Connections to Success and Increasing Adoptions Act of 2008 (Pub.L. 110-351), was signed into law by the President on October 7, 2008. Pub.L. 110-351 provides federally recognized Indian tribes, tribal organizations, or consortia of Indian tribes ("tribes") with the option to apply to operate a title IV-E program and seek federal reimbursement for a share of allowable expenditures made pursuant to an approved title IV-E plan for foster care, guardianship assistance, and adoption assistance for children with special needs (see § 479B of the Act). In addition, Pub.L. 110-351 requires states to negotiate in good faith

with any tribe in the state that requests to develop an agreement with the state title IV-E agency to administer a title IV-E program on behalf of Indian children who are under the authority of the tribe (see § 471(a)(32) of the Act). Pub.L. 110-351 also authorizes one-time grants of up to \$300,000 to tribes, beginning October 1, 2008 (FFY 2009), to assist in the development of a tribally operated title IV-E plan (see §476 of the Act).

As provided in Pub.L. 110-351 tribes that either operate a title IV-E program under § 479B of the Act or have a title IV-E cooperative agreement or contract with the state title IV-E agency, have the option to apply to receive funds directly from the Secretary to operate a John H. Chafee Foster Care Independence and/or Educational Training Voucher Program (CFCIP and/or ETV). The CFCIP/ETV program provides funds to help older youth in foster care and former foster care youth acquire training and independent living skills so they can become self-sufficient. Eligible tribes may receive directly a portion of the CFCIP and/or ETV funds allotted to the state in which the tribe is located (see 477(j) of the Act).

The Child and Family Services Improvement and Innovation Act (Pub.L. 112-34), was signed into law by the President on September 30, 2011. Generally, Pub.L. 112-34 extends programs funded under title IV-B subparts 1 and 2 of the Act through fiscal year (FY) 2016 and authorizes new demonstration projects through FY 2014. Funds are available to tribes under subpart 1 of the Act (the Stephanie Tubbs Jones Child Welfare Services Program) to support preventive intervention, alternative placements, and reunification efforts to keep families together. Funds are available for eligible tribes under subpart 2 of the Act (Promoting Safe and Stable Families Program) to assist with family support, family preservation and support, time-limited family reunification services, and services to support adoptions. In addition, funds are available under subpart 2 for research, training and technical assistance, competitive regional partnership grants, and court improvement program grants.

Pub.L. 112-34 also allocated \$1 million for the creation of new Tribal Court Improvement Program (CIP) grants to promote initiatives that improve courts' handling of child abuse and neglect litigation. Tribal CIP grants are awarded on a competitive basis. Eligible applicants include Indian tribes and tribal consortia that: (1) operate a title IV-E program in accordance with section 479B of the Act; or (2) plan to operate a title IV-E program and have received a title IV-E plan development grant, as authorized by section 476 of the Act; or (3) have a court responsible for proceedings related to foster care or adoption (section 438(c)(3)(A)(iv) of the Act).

The Adoption Opportunities [42 USC §§ 5111 et seq.] program, reauthorized in 2010 (P.L. 111-320), provides discretionary funds for projects designed to including geographic barriers, to adoption and to provide permanent and loving home environments for children who would benefit from adoption, particularly older children, minority children, and children with special needs. Activities authorized by the program legislation in section 203 of the Child Abuse Prevention and Treatment and Adoption Reform Act of 1978 (P.L. 95-266) include developing and implementing an adoption training and technical assistance program; increasing services in support of the placement in adoptive families of minority children who are in foster care and have the goal of adoption with a special emphasis on the recruitment of minority families; supporting the placement of children in kinship care arrangements, pre-adoptive, or adoptive homes; and recruiting prospective adoptive families for such children, including developing and using procedures to notify family and relatives when a child enters the child welfare system).

History of CB Funded Training and Technical Assistance

CB is the federal agency responsible for assisting child welfare systems improve the services they provide to vulnerable children and families. Over the last 18 months, CB engaged in a deliberate process to determine the best approach to support the training and technical service needs of states and tribes. As a result, CB is implementing a new structure to improve the efficacy of our training and technical assistance. The purpose of the new approach is to provide training and technical assistance (T/TA) more effectively and efficiently to develop specific staff and system capacities to improve safety and permanency and well-being outcomes.

For nearly three decades, the CB T/TA network has played an important role in providing T/TA to tribes, states and courts. The network was composed of a variety of topically oriented resource centers; each resource center was funded under a separate cooperative agreement. The National Resource Center (NRC) for Tribes was funded to serve as a liaison to assist tribes in accessing T/TA from the T/TA network, including the topically funded resource centers. These topically based centers made significant contributions to the field by helping to increase knowledge and skills of key stakeholders. The resource centers also provided T/TA to help states to prepare, participate in, and implement changes in response to the Child and Family Service Review process and helped tribes improve outcomes for children and families.

The nature and scope of T/TA requests have changed markedly over the past 10 years in response to Program Improvement Plans, legislation expanding work with tribes, and increasing responsibilities of the courts. These changes highlighted the need for CB to be innovative in its approach to T/TA and explore new ways to serve states, tribes, and courts. In 2013, CB completed a thorough feasibility study to assess the current T/TA structure and to make decisions about the needs of our constituents. This study included a comprehensive best practices literature review, a review of publically and privately funded T/TA delivery structures, and a formal assessment of tribal T/TA needs. Most importantly, we asked the field to articulate its current needs.

Data obtained through consumer input (including a focus group at the National Association of Public Child Welfare Association annual meeting, interviews with State agency directors and program administrators, consultation with tribes, monthly internal CB working groups including Regional Office and Central office leadership) and an in-depth look at individual resource center and cross-site evaluations, together, made it clear, that a change in approach is necessary to best serve the evolving needs of states, tribes, and courts. Accordingly, CB has decided to move away from a constellation of providers and house T/TA to tribes with a single centralized provider, the National Child Welfare Capacity Building Center for Tribes. To provide a full spectrum of support to child welfare systems, the National Capacity Center for Public Child Welfare Agencies will be established to provide T/TA to states, and the Center for Legal and Judicial Excellence will be established to support Court Improvement. These entities will be evaluated by a designated evaluator and supported by CB's National Clearinghouse.

Vision for the Future of Training and Technical Assistance Funds

CB has high expectations for its future T/TA service approach. The new approach will require accountability for specific capacities to be built and outcomes achieved. CB expects T/TA providers to skillfully collect and use data to assess the needs and problems of their service recipients. T/TA providers must present well-reasoned justifications for their project goals and objectives. Taken together, these efforts will help tribes, states, and courts improve their practice and programs after collaborating in assessing the most pressing needs for improvement as the foundation for identifying technical assistance priorities.

There will be four complementary types of T/TA. 1) Universal technical assistance: T/TA to a broad target audience of professionals and stakeholders in the field of child welfare as a whole to increase awareness, understanding, engagement, access, and/or use; 2) Targeted technical assistance: T/TA to increase knowledge and skills of a particular cohort of child welfare professionals on a particular topic or in a specific aspect of child welfare practice; 3) Tailored technical assistance: T/TA to increase the knowledge and skills of individuals and promote improvements in organizational and system capacity; and 4) Tribal permanency projects: specific projects that will assist tribal systems to implement an array of culturally responsive permanency options.

Tribal and state child welfare agencies and systems, including courts, are complex, diverse, and constantly changing. The child welfare outcomes that an agency achieves can be influenced by a multitude of internal and external factors, from worker turnover to changes in the national and local economy. Despite these and many other factors, CB believes that effective training, coaching, tools, tailored consultation, and

other support services can enhance the knowledge and skills of child welfare professionals and build organizational capacity to increase the likelihood that child welfare agencies can improve outcomes for children and families.

Systematic, Outcome-Focused Technical Assistance

CB's new T/TA approach will be systematic and require providers to:

- 1) Identify a problem or outcomes that need to be addressed
- 2) Form teams to guide the change process, facilitate communication, and perform tasks
- 3) Gather data, explore the problem in depth, and identify who is most affected
- 4) Develop a theory about the causes of the problem and how to address them
- 5) Identify, research, and select from among possible solutions
- 6) Adapt existing interventions or design new ones
- 7) Assess readiness and plan for implementation of the intervention(s)
- 8) Build capacity to support implementation
- 9) Pilot and/or stage implementation of intervention(s)
- 10) Collect and use data to adjust the intervention and/or implementation strategies
- 11) Evaluate implementation quality and short- and long-term outcomes
- 12) Make decisions to further spread, adjust, or discontinue the intervention

All T/TA efforts to tribes, states, and courts will be provided in a manner to support an integrated service planning and delivery process that supports integration of the Child and Family Service Planning and Review Processes. CB guidance is provided in the following Program Instructions (PI):

ACYF-CB-PI-14-03 at <https://www.acf.hhs.gov/sites/default/files/cb/pi1303.pdf?nocache=1366122555>, and technical assistance to tribes may be aligned with ACYF-CB-PI-14-04 at <http://www.acf.hhs.gov/programs/cb/resource/pi1304>.

Need for National Child Welfare Capacity Building Center for Tribes-Focused Training and Technical Assistance

Tribal child welfare has had a particularly painful history. Thousands of Indian children were forcibly removed from their homes, families, and tribes and placed in boarding schools where a policy of assimilation left them unable to speak their Native language or participate in their Native culture. Native customs and practices were destroyed, families were broken up, and generations of Indian children grew to adulthood without the benefit of parenting or the support of their families or tribes. This has contributed to a great level of distrust and historical trauma that continue to affect American Indian and Alaska Native families. (Tribal-State Relations document: https://www.childwelfare.gov/pubs/issue_briefs/tribal_state/tribal_state)

Since the passage of the Indian Child Welfare Act in 1978, the development of tribal child welfare systems has been steadily growing and a number of tribes have begun the process to access federal foster care funds (title IV-E) rather than receiving services through state and county agencies. However, disparity continues in tribal access to federal funds and resources to support their child welfare systems. Out of 566 federally recognized tribes, less than half have access to title IV-B family preservation and support funding. Of those who receive title IV-B funds, the funding level is often insufficient to support the tremendous need for services in the community. Some tribes access title IV-E foster care funds through tribal-state agreements, but have found the agreements can be challenging to navigate because of tribal and state relations. Additionally, for tribes, taking on the full responsibility of child welfare services may be a new responsibility. Tribal child welfare systems are more frequently understaffed compared to

state and county systems; tribal social services agencies, unlike their state and county counterparts, face significant challenges in recruiting staff and retaining a well-trained workforce. Service funding is limited to Bureau of Indians Affairs ‘638 contracts’, limited title IV-B funding and access to title IV-E funding either through tribal-state agreements or, more recently, direct access. In addition, tribal systems often find themselves at odds with their state child welfare agencies over issues related to funding, tribal sovereignty, and Indian Child Welfare Act compliance.

Tribes could benefit from access to the support and guidance of a tribal-specific technical assistance provider. By creating this national center, CB intends to maximize tribal access to existing federal resources and provide culturally competent technical assistance to tribes and states to support their efforts in delivering effective services to American Indian and Alaska Native Nations.

CBCT OVERVIEW

CBCT Purpose

CBCT will be the principal CB-supported technical assistance provider and will be responsible for building the capacity of tribal child welfare systems. CBCT will serve tribes that differ significantly in the size and scope of their respective child welfare programs. The target population and consumers of CBCT technical assistance are tribal agencies, tribal courts, and tribal organizations that support the successful administration of title IV-B and title IV-E child welfare programs.

CBCT must provide a structure that allows for sufficient flexibility to address varying levels of T/TA requests by tribes, and a structure that will support a variety of T/TA training, resources, and modalities, such as on-site and off-site assessment of and planning for culturally-competent capacity building, information dissemination, curriculum or framework development, learning and networking opportunities, and collaborative activities with CB and CB-supported T/TA providers for tribal child welfare systems. CBCT is expected to successfully engage tribes to enhance their access to and utilization of technical assistance, to assess tribal child welfare capacity building needs, and to facilitate peer-to-peer consultation between tribes and between tribes and states and any other entities as needed.

CBCT must provide T/TA based on needs assessments of the targeted recipients utilizing sound theories of change. CBCT T/TA strategies must be informed by a thorough review of relevant resources, knowledge from experts, and practice experience. CBCT must provide a consultant pool of subject matter experts to address the continuum of T/TA needs requested by the tribes. When a tribe has identified a particular need and or barrier, that require T/TA attention, CBCT must partner with the tribe, CB, and other CB-supported T/TA providers.

CBCT must approach identified challenges as opportunities for further investigation, broad systems thinking, and change that will result in sustainable systemic improvement. The work of CBCT must contribute to the knowledge base of how to effectively build tribal capacity in child welfare. CBCT staff and consultants are expected to be aware of and experienced in the child welfare issues and socio-economic challenges that are experienced in many tribal communities.

Under CBCT, there are four types of complimentary T/TA categories. They are:

- 1). Universal technical assistance is typically intended to increase awareness, understanding, engagement, access, and/or use of a broad target audience or of professionals and stakeholders in the field of tribal child welfare as a whole. Universal technical assistance activities include, but are not limited to, reviewing and distilling research, gathering and organizing information and resources, making information more accessible for broader consumption, developing products and tools, and strategically disseminating information to the general public or to target audiences within the tribal child welfare and related fields.
- 2). Targeted technical assistance is typically intended to increase knowledge and skills of constituents on a particular topic or in a specific aspect of child welfare practice. A major component of its targeted technical assistance will be effective and promising training, coaching, and peer networking activities. Targeted T/TA may also attempt to foster increased communication between professionals and to build

relationships and networks that will support learning.

3). Tailored technical assistance is typically intended to increase the knowledge and skills of individuals and to foster improvements in organizational and system capacity, tailored to the unique needs and conditions within a specific tribal child welfare system. Tailored T/TA vary in degree of intensity based on the needs of the jurisdiction, but will move a tribal child welfare system toward achieving their program improvement goals. Intensive tailored services are often delivered through capacity building projects that require formal agreements between providers and recipients.

4). Tribal permanency projects are specific projects that will assist tribal systems to implement an array of culturally-responsive permanency options for Native children and youth who have been maltreated and neglected and who cannot remain with their birth families. CBCT will determine and address barriers to adoption/permanency in tribal communities by providing training and technical assistance services and these projects. All training and technical assistance services related to permanency must be tracked to the correct funding source. CBCT must complete a minimum of seven permanency projects each year (budget period) of the cooperative agreement.

Strategic Plan

CBCT must develop and submit an outcome-focused strategic plan outlining the implementation and management of CBCT universal, targeted, tailored and permanency project services. The strategic plan must address the applicant's timeline, organizational capacity, short- and long-term outcomes, goals, objectives, roles and responsibilities of partners and collaborating organizations, understanding of multiple funding sources to provide an array of T/TA, capacity-building resources and interventions, and use of technologies and innovation to increase access for targeted audiences and to achieve project objectives and outcomes. The applicant's strategic plan must also include ways for how universal, targeted, tailored and permanency project activities will leverage and complement one another to better achieve outcomes.

Customized Technical Assistance Assessment and Work Planning

CBCT must establish a process for soliciting, reviewing, and selecting proposals from tribal child welfare agencies for tribal permanency and intense projects and involve CB and relevant T/TA entities in the process. CBCT will facilitate and coordinate permanency and intense projects in collaboration with tribal staff; and allocate funds to secure resources, plan systemic interventions, complete the projects within required timeframes, and implement a technical assistance plan to support tribes in developing projects.

CBCT must complete an assessment of and develop a customized T/TA plan for every title IV-E tribe, upon request. CBCT will complete this assessment in a culturally competent manner for tribes. This assessment must have many of the components of the assessment that will be conducted for state jurisdictions. CBCT is expected to work with CB and the CB-supported T/TA providers responsible for providing the assessment for state title IV-E jurisdictions to ensure continuity.

CBCT PARTNERSHIPS

Planning for Partnership and Coordination with CB and Other CB T/TA Provider

CBCT must coordinate and collaborate closely with CB, the National Capacity Center for Public Child Welfare Agencies, the Center for Legal and Judicial Excellence, the Capacity Building Evaluation entity, and CB's national clearinghouse in providing T/TA. Areas for collaborative work must include, but are not limited to:

- Content, targets, and products for universal T/TA;
- Identification and development of training materials, coaching opportunities, curricula, e-training modules, and products and tools for targeted T/TA;
- A process for request, review, and approval of T/TA;
- Determine how best to provide access to a repository of tribal resources and information that meets tribal

consumers' needs in conjunction with CB's national clearinghouse; and

- Development of ongoing outreach plans and engagement activities to foster communication, builds trust, and increase accessibility to capacity building resources.

Advisory Committee

CBCT must establish a tribal child welfare advisory committee. Committee members must be comprised of a diverse group of tribal leaders, child welfare professionals, key federal staff, stakeholders, including family members and youth, and others deemed as appropriate. The advisory committee will review the strategic plans and activities of CBCT and other CB-supported T/TA providers as needed and provide recommendations regarding the approaches, best practices, interventions, and strategies to serve tribal child welfare systems and improve practice with American Indian and Alaska Native communities.

Networking

CBCT must provide regular opportunities for tribal child welfare systems to share information, experiences, and lessons regarding the development, implementation, and administration of tribal child welfare services. Networking activities must be accessible and involve as many tribal child welfare systems as is reasonable and feasible. CBCT must provide opportunities for tribes to participate in cross-system learning and communication.

CBCT must identify important and pressing topics for discussion and to find creative and innovative ways to engage tribes to foster systemic change and improvement through peer-to-peer mentoring. CBCT must successfully engage tribes in activities that are relevant, meaningful, and sensitive to their differing needs, size, and capacities. CBCT must provide peer-to-peer activities specifically to systems that share common models of practice, cultures, organizational characteristics, levels of readiness, objectives, and/or challenges. Multiple modes of group contact and interaction may be included in networking opportunities, but CBCT may not provide for travel, lodging, and/or meals for cohort participants.

CBCT must collaborate with other CB-supported T/TA providers, CB, tribes, and, where appropriate, States, to integrate networking approaches that are well-coordinated, practical, appropriate, and likely to increase cross-system consultation. CBCT may also facilitate dialogues between tribal and state child welfare systems to promote the use of culturally appropriate services that are likely to improve safety, permanency, and well-being outcomes for American Indian and Alaskan Native children and families.

CBCT RESOURCE DEVELOPMENT

Knowledge Management

CBCT, in conjunction with CB, other identified stakeholders, and CB's national clearinghouse, must identify, review, collect, organize, and manage relevant and useful tribal-related resources. CBCT must work closely with CB and CB's national clearinghouse to determine how best to provide access to a repository of resources and information that is easily navigable (and potentially searchable) and meets tribal consumers' needs.

Tribal Profiles

CBCT must build upon the existing profiles that CB has on tribes. CBCT will identify any gaps in the profiles to create, and subsequently maintain, comprehensive profiles that are available to the tribes, CB, CBCT, and other CB-supported T/TA providers for the purpose of improving service planning, delivery, and coordination.

Product Development & Dissemination Planning

CBCT must make general information about the project, tribal child welfare programs, resources, and services available to other CB-supported T/TA providers. CBCT materials and resources must be available on the website of CB's national clearinghouse (or a location designated by CB). CBCT will work in conjunction with CB-supported T/TA providers to create, manage, and maintain content. All activities

related to web postings will be coordinated with CB's national clearinghouse in order to ensure (a) the use of appropriate technology and (b) timely postings. CBCT must ensure that publications and websites are accessible. Although not required, CBCT is strongly encouraged to consider using Section 508 standards to ensure accessibility.

NOTE: ACF may not require the grantee to collect information as part of the cooperative agreement if a collection instrument is not approved by ACF through the Office of Management and Budget's Office of Information and Regulatory Affairs, as required by the Paperwork Reduction Act.

EVALUATION

NOTE: See *Section IV.2, Application and Submission Information/The Project Description/Performance Program Evaluation*, for application instructions.

CB-funded technical assistance is expected to achieve observable and measurable outcomes. To achieve these desired changes, CBCT technical assistance outcomes and service delivery must integrate the four CBCT T/TA categories. This includes desired change in the following practice and organizational/systemic areas (see *Section IV.2, Project Description/Outcomes Expected* for application instructions):

- awareness and understanding
- access to information and tools
- use of available resources
- increased knowledge and skills, and the application of both
- child welfare practice and administration
- organizational processes, policies, and infrastructure
- organizational climate and culture
- interagency and cross-system collaboration
- organizational and systemic functioning and performance

CBCT must conduct its own center-specific evaluation activities over the duration of the project period. CBCT must regularly evaluate its performance and to use this information to improve its processes and services. CBCT must design and conduct an evaluation using multiple measures, employing both qualitative and quantitative methods as necessary. Center-specific evaluation activities must complement CBCT's participation in the cross-site evaluation and avoid unnecessary duplication. In its center-specific evaluation activities, CBCT will build on the components of the national cross-site evaluation, addressing more nuanced questions or examining different evaluation questions that are likely to yield practical information and promote the improvement of its T/TA services. Center-specific evaluation findings are expected to be substantive, highlighting project strengths, challenges, and outcomes.

CBCT OTHER REQUIREMENTS

National Cross-Site Evaluation

CBCT must collaborate with the entity designated by CB to conduct an independent cross-site evaluation of its T/TA and participate fully in evaluation activities. CBCT will conduct its own center specific evaluation as well. The cross-site evaluation must employ a participatory and utilization-focused approach to 1) evaluate the activities, processes, and approaches of the CB T/TA providers in their efforts to successfully achieve systems change and 2) examine the degree to which networking, collaboration, information sharing, and best practices occurs across CB T/TA providers.

CBCT must have regular contact with the cross-site evaluation designee and participate as an important stakeholder in the evaluation. CBCT must be actively involved in the execution of the cross-site

evaluation, participating as necessary in the development of evaluation instruments, collection of qualitative and quantitative information, interpretation of data, and utilization of findings. CBCT will be required to enter information into CB's automated data collection system within the timeframes set by CB and the cross-site evaluation. CB expects regular and timely reporting of T/TA services (universal, targeted, tailored, and permanency projects) and other activities into the web-based tracking system designed by the cross-site evaluation entity. CBCT will be responsible for including a quality assurance component in its evaluation plan that tracks timely and accurate reporting into the system.

Conferences

CB requires that the CBCT grantee CBCT attend the entrance conference and annual program review meetings in Washington, DC: 1). within 3 months after the award, the project director, child welfare liaison (if different from the project director), evaluator and/or other key staff must attend a 2- to 3-day kick-off meeting in Washington, DC; and 2) the project director, the child welfare agency liaison (if different from the project director) and the evaluator and/or other key staff must attend the annual program review meeting, usually held in the spring, in Washington, DC.

Intangible Property

CB reserves the right to secure and distribute grantee products and materials, including copies of journal articles written by grantees about their grant projects. CB shall maintain its irrevocable right to reproduce all curricula, online training modules, products, and tools developed under this cooperative agreement and to make these available to the targeted users for the benefit of the public. Prior to or within 90 days of the end of the project period, the grantee must transfer all of these resources to CB or its designee in a format as directed by the CB federal project officer. All grantee materials, products, publications, news releases, etc., will include this notice:

(Funded through the Department of Health and Human Services, Administration for Children and Families, Children's Bureau, Grant # _____. The contents of this publication do not necessarily reflect the views or policies of the funders, nor does mention of trade names, commercial products or organizations imply endorsement by the U.S. Department of Health and Human Services. This information is in the public domain. Readers are encouraged to copy and share it, but please credit [grantee name].)

NOTE: For more information on application requirements specific to this FOA, please see *Section IV.2, The Project Description*.

References

Administration for Children, Youth and Families (2012). Integrating Safety, Permanency, and Well-Being for Children and Families in Child Welfare: A Summary of Administration on Children, Youth, and Families Projects in Fiscal Year 2012.

U.S. Department of Health and Human Services, Children's Bureau (2012).State-Tribal Relations. Retrieved from https://www.childwelfare.gov/pubs/issue_briefs/tribal_state/tribal_state.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$2,500,000
Expected Number of Awards:	1
Award Ceiling:	\$2,500,000 Per Budget Period
Award Floor:	\$2,000,000 Per Budget Period
Average Projected Award Amount:	\$2,500,000 Per Budget Period

Length of Project Periods:

60-month project with five 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.**

The initial cooperative agreement award will be for a 12-month budget period. The award of continuation beyond each 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of the project, and a determination that continued funding would be in the best interest of the federal government.

In the first budget period including Phase I, the maximum federal share of the project is not to exceed \$2,500,000. In subsequent budget periods including Phase II, the maximum federal share of the project is not to exceed \$3,400,000 per budget period. The project awarded will be for a project period of 60 months.

Funds for this project are authorized separately as indicated here:

Section 476(c)(1), (2)(A)(i)-(ii) & (2)(C) of the Social Security Act, 42 U.S.C. §676(c)(1), (2)(A)(i)-(ii) & (2)(C), as amended by the Fostering Connections to Success and Increasing Adoptions Act of 2008 (Pub. L. 110-351).

In year one, \$934,600 of funding is authorized and in years two through five, \$934,600 of funding is authorized under this authority. Eligible activities include technical assistance and implementation services that are dedicated to improving services and permanency outcomes for Indian children and their families through the provision of assistance for Tribal Programs; improving services and permanency outcomes for Indian children and their families; providing information, advice, educational materials, and technical assistance to Indian tribes and tribal organizations with respect to the types of services, administrative functions, data collection, program management, and reporting that are required under State plans

Section 203 of Subchapter II - Adoption Opportunities of the

Child Abuse Prevention and Treatment and Adoption Reform Act [42 USC 5113].

In year one, \$1,565,400 of funding is authorized and in years two through five, \$2,465,400 of funding is authorized under this authority. Eligible activities include but are not limited to eliminating barriers to adoption and provide permanent and loving home environments for children who would benefit from adoption; providing technical assistance in the planning, improving, developing, and carrying out of programs and activities relating to adoption; and support the placement of children in kinship care arrangements, pre-adoptive, or adoptive homes.

Funds must be spent in a manner consistent with their authorized activities. The successful applicant will be required to separately track the funds and their associated activities and costs throughout the project.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

A cooperative agreement is a specific method of awarding federal assistance in which substantial federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of CB and the awardee prior to the award. CB anticipates that agency involvement will produce programmatic benefits to the recipient otherwise unavailable to them for carrying out the project. The involvement and collaboration includes:

- CB review and approval of planning stages of the activities before implementation phases may begin;
- CB and recipient joint collaboration in the performance of key programmatic activities (i.e., strategic planning, implementation, information technology enhancements, T/TA, publications or products, and evaluation);
- Close monitoring by CB of the requirements stated in this FOA that limit the awardee's discretion with respect to scope of services offered; and
- Close monitoring by CB during performance, which may, in order to ensure compliance with the intent of this funding, exceed those federal stewardship responsibilities customary for grant activities.

NOTE: ACF may not require the grantee to collect information as part of the cooperative agreement if a collection instrument is not approved by ACF through the Office of Management and Budget's Office of Information and Regulatory Affairs, as required by the Paperwork Reduction Act.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants are state, county, city, and special district governments; independent school districts; public and state controlled institutions of higher education; federally recognized Native American tribal governments; public housing authorities/Indian housing authorities; Native American tribal organizations (other than federally recognized tribal governments); non-profits; private institutions of higher education; for-profit organizations; and small businesses.

Eligible applicants are public and private organizations knowledgeable and experienced in the field of Indian Tribal affairs and child welfare Section 476(c)(1)(2)(A)(C)(i)-(ii) of the Social Security Act, 42 U.S.C. §676(c).

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the Central Contractor Registry (CCR) on the System for Award Management (SAM.gov, www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant should be made, registration in the CCR at SAM must be active throughout the life of the award. **Finalize a new, or renew an existing, registration at least two weeks before the application deadline.** This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations -v1.6.pdf.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Application Deadlines

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

IV. Application and Submission Information

IV.1. Address to Request Application Package

CB Operations Center
c/o LCG, Inc.
1400 Key Boulevard
Suite 900
Arlington, VA 22209
Phone: (888) 203-6161
Email: CB@grantreview.org

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at <http://www.acf.hhs.gov/grants-forms> and on the Grants.gov Forms page under "424 Family." See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission**FORMATTING ACF APPLICATIONS**

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:**Authorized Organizational Representative (AOR)**

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov, where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Details concerning acknowledgment of received applications are available in *Section IV.3. Submission*

Dates and Times of this announcement.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced and in Times New Roman, 12-point font. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission

instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed later in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a

listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on "Applicants" at the top menu bar and selecting "Applicant Resources" from the drop-down list. Go to the "Technical Support & Self-Help" section and click on "Grants.gov Compatible Software." A link to "PDF Conversion Software" is available in the left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at the following link: https://www.acf.hhs.gov/sites/default/files/assets/pdf995_instructions_for_video.pdf. ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at <http://www.acf.hhs.gov/grants> under "Grants Related Information."

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Observe the file naming conventions required by www.Grants.gov. Applicants should name their application files so that the content is easily identified by ACF.

Use only file formats supported by ACF

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section

under *Application Submission Options* for more information.

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.**

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper format application submissions.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of Standard Forms (SFs) and OMB-approved forms, the application submission is limited to 125 pages in its entirety. The two files applicants must submit are:

The Project Description file must include these items in this order:

1. Table of Contents
2. Abstract
3. Objectives and Need for Assistance
4. Approach
5. Evaluation
6. Organizational Capacity
7. Logic Model
8. Line Item Budget and Budget Justification

The Appendices file must include these items in this order:

1. Certifications and Assurances
2. Proof of Legal Status (if applicable)
3. Third-party agreements
4. Staff and Position Data (e.g., resumes, job descriptions, organizational charts)
5. Indirect Cost Rate Letter (if applicable)

Do not include Standard Forms or OMB-approved forms as part of the Project Description file or the Appendices file. For electronic applicants, Standard Forms are submitted separately at Grants.gov. Standard Forms and OMB-approved forms are not included in the page limitations.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications will be available in the application kit posted for this funding opportunity at www.grants.gov.

Other versions of required Standard Forms, assurances, and certifications are available at ACF Funding Opportunities Forms at <https://www.acf.hhs.gov/grants-forms> and at Grants.gov <http://www.grants.gov/web/grants/forms.html> by using the link to "SF-424 Family," unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Certification of Filing and Payment of Federal Taxes	Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in Federal funding for a one-year (12 months) project period; or for grantees receiving more than \$5,000,000 in Federal funding for a multiyear project to be fully funded.	Applicants are advised of the following requirement contained in Section 518 of the “Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act, 2014,” (Pub.L. 113-76, Division H). This requirement remains in effect: Sec. 518. None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective

		<p>contractor or grantee certifies in writing to the agency awarding the contract or grant that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.</p> <p>Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2014, or as a multiyear project to be fully funded in FY 2014, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.</p>
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining DUNS number at http://fedgov.dnb.com/webform and registration at SAM.gov at http://www.sam.gov.</p>

SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

Part I: The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Outcomes Expected

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Applications must address and satisfy how service delivery of the four integrated complementary technical assistance services (universal, targeted, and tailored T/TA and permanency projects) will achieve desired changes and outcomes in practice and organizational/systemic areas listed in *Section I. Evaluation*.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Applicants must describe their understanding of the need and vision for the CBCT, as it relates to the relevant legislations, and their understanding of the need for outcome-focused tribal child welfare training and technical assistance.

Applicants must provide a strategic plan that expands on a theory of change, set goals and objectives, outlines activities, and describes the short- and long-term outcomes for universal, targeted, tailored, and permanency projects. The strategic plan must also include strategies for how these training and technical assistance categories will leverage and complement one another to better achieve outcomes. Please see *Section I. CBCT Overview/Strategic Plan* for more information.

Applicants must respond to and describe their approach to meeting the expectations of the following CBCT activities and project requirements:

- Description of an understanding of the purpose of tribal child welfare technical assistance, and the establishment of an assessment process for the purpose of appropriate service delivery. *Please see Section I. CBCT Overview* for more information.
- Coordination with CB and other CB T/TA providers, fostering of relationships within the child-welfare community, establishing a tribal advisory committee, and establishing collaborative opportunities for tribal child welfare systems and other stakeholders. Please see *Section I. CBCT Partnerships* for more information.
- Development of child-welfare resources for the tribal community and a process for disseminating those resources to relevant stakeholders. Please see *Section I. CBCT Resource Development* for more information.
- Development and implementation of an evaluation plan. Please see *Section I. CBCT Evaluation* for more information.
- Participation in a national cross-site evaluation and other relevant conference and intangible property activities. Please see *Section I. CBCT Other Requirements* for more information.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

Applicants must address and satisfy the activities and expected outcomes described in *Section I, Evaluation*.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, it is strongly suggested that the applicant attach proof of non-profit status with the electronic application.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Target population (e.g., the individuals to be served);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

Project Sustainability Plan

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for children and families.

Describe the approach to project sustainment that will be most effective and feasible. Describe the key individuals and/or organizations whose support will be required in order to sustain program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Curricula Vitae (CV);
- Biographical Sketches (short narrative description);
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2014 (Pub.L. 113-76), enacted January 17, 2014, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$181,500 (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2014/EX.pdf>). This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a budget justification using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must submit a Year 1 line-item budget (not to exceed a total of \$2,500,000 for the first budget period of 12 months) and a budget justification explaining how grant funds would be spent over a period of 60 months from issuance. In the first budget period, including Phase I, the maximum federal share of the project is not to exceed \$2,500,000. In subsequent budget periods, including Phase II, the maximum federal share of the project is not to exceed \$3,400,000 per budget period.

The applicant must designate a specific percentage of the budget for evaluation and demonstrate that there are sufficient funds in their project budgets each year to support evaluation, data collection and dissemination activities, and related staff time.

The applicant needs to include funds for the entrance conference and annual program review meetings in Washington, DC. Please see *Section I. CBCT Other Requirements* for more information.

Funds must be spent in a manner consistent with their authorized activities. The successful applicant will be required to separately track the funds and their associated activities and costs throughout the project. Please see *Section II. Additional Information on Awards*.

General

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent: annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds.

Justification: Describe the nature, source, and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/organization-registration.html>.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in Section VII. Agency Contacts will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Systems Issues

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at <http://www.acf.hhs.gov/grants> under "Grants Related Information."

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be received by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See the preceding section on "Request an Exemption from Required Electronic Application Submission."

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6.* of this announcement for address information for paper format application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **07/22/2014**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at:
http://www.grants.gov/applicants/apply_for_grants.jsp.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers,

or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Note: Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

CBCT may not provide for travel, lodging, and/or meals for cohort participants.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

CB Operations Center
c/o LCG, Inc.
1400 Key Boulevard
Suite 900

Arlington, VA 22209

Hand Delivery

CB Operations Center
c/o LCG, Inc.
1400 Key Boulevard
Suite 900
Arlington, VA 22209

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

OBJECTIVES AND NEEDS FOR ASSISTANCE

Maximum Points: 20

1. The applicant presents a clear, concise, and appropriate vision for the role of a national, Capacity Building Center for Tribes in the field of public child welfare and the larger array of resources aimed at strengthening tribal child welfare capacity building and promoting sustainable systems change.
2. The applicant demonstrates a strong understanding of the purpose of a national Capacity Building Center for Tribes. The applicant demonstrates a strong understanding of the structure and purpose of T/TA and is able to articulate how they will address universal, targeted, and tailored T/TA and permanency projects.
3. The applicant provides a clear description of the resources to be provided to the target population(s), including a clear and reasonable statement of the goals (the intended end products of an effective project) and objectives (measurable steps for reaching these goals) of the proposed project.
4. The applicant demonstrates sufficient knowledge of issues relating to tribal sovereignty and sensitivity to challenges faced by tribal child welfare systems, suggesting that the applicant could

successfully develop and maintain positive relationships with tribes and identify helpful and culturally sensitive T/TA to tribes.

5. The applicant demonstrates a clear linkage between project activities and the authorizing legislation (Fostering Connection and Adoption Opportunities).

APPROACH

Maximum Points: 40

The applicant proposes a sound technical approach for the proposed FOA. (0-15)

1. The applicant provides a reasonable timeline for implementing the proposed project, including completing start-up activities and reaching major milestones and target dates related to project implementation. The applicant clearly describes the factors that could speed or hinder project implementation and convincingly explains how these factors would be managed.
2. The applicant provides a strategic plan describing how, when, to whom, and under what conditions to deliver universal, targeted, tailored (intense and permanency projects) T/TA. The applicant explains the types of technical assistance that it will provide and makes a strong case that they will be prepared and are qualified to offer these services.
3. The applicant provides examples of universal, targeted, and tailored T/TA and demonstrates that they have the capacity to complete technical assistance products and services (including, but not limited to: tools, how-to guides, training curricula, brief/time limited services, intense projects, coaching, consultation, and other virtual training and continuing education resources and opportunities).

The applicant's proposal is strongly responsive to the purposes and requirements of key strategies described in this FOA. (0-15 points)

1. The application describes strategies they will employ to facilitate peer-to-peer learning, information sharing, and other networking opportunities for tribes or tribes and states.
2. The applicant describes an assessment process to complete T/TA assessment plans for each title IV-E tribe upon request.
3. The applicant explains how they will collaborate with the CB and other CB-supported T/TA providers to ensure integrated resource planning and service delivery.
4. The applicant presents a process for performing outreach to tribal child welfare systems and stakeholders. The proposed outreach activities are clearly described and are likely to engage tribes in capacity building.
5. The applicant describes ways in which they will utilize innovative technologies in their training, technical assistance, product development and dissemination activities. The applicant identifies any technology services to be used and justifies why these are the most appropriate to meet project goals.

The applicant proposes a project that would inform the field. (0-10)

1. The applicant describes the roles and responsibilities of any collaborating agencies in carrying out activities under the grant, and includes third party agreements.
2. The applicant describes the roles and responsibilities of the advisory board and how the applicant will utilize the advisory board members expertise to inform the project and the field.
3. The applicant describes their dissemination goals and target audience(s), methods of delivery for all T/TA resources, findings and results, including transfer of material to CB's national clearinghouse.

ORGANIZATIONAL CAPACITY

Maximum Points: 20

1. The applicant provides strong evidence that its organization (alone or in partnership with other organizations) possesses the necessary experience, technical expertise, infrastructure, and capacity to successfully perform the major requirements of this project, such as knowledge management, training, product design, needs assessments, and T/TA delivery.
2. The applicant has sufficient experience and expertise in strategic implementation, organizational change, and systemic intervention to provide quality T/TA. Each partnering organization (including subcontractors) possesses the organizational capability to fulfill its assigned functions effectively and demonstrates the strength of its commitment to its role and the success of the project. The application includes appropriate MOUs or letters of commitment from key partnering organization(s) as appropriate.
3. The applicant describes how they will achieve the objectives of the proposed projects on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality. The applicant clearly describes the effective management and coordination of activities carried out by any partners, subcontractors, and consultants (if applicable).
4. The roles, responsibilities, and time commitments of each proposed key project staff position, including consultants, subcontractors, and/or partnering agencies or organizations, are clearly defined and appropriate for the successful implementation of the proposed project. The applicant (and its partners and contractors, if applicable) demonstrates sufficient and relevant experience and expertise in administration, development, implementation, management, and evaluation of projects of similar scope and nature. The applicant describes its experience working with courts, title IV-E agencies, and tribal social service agencies, and demonstrates a thorough understanding of child welfare issues and systems and child maltreatment. The applicant describes its plan to coordinate with CB-supported T/TA providers.
5. The applicant demonstrates the necessary familiarity and understanding of current federal monitoring and review processes, child welfare administrative data sets, and outcome measures utilized by CB to track improvement in child welfare outcomes, including, Child and Family Service Review measures, title IV-E monitoring, and the Adoption and Foster Care Analysis and Reporting System.

EVALUATION

Maximum Points: 15

The applicant proposes a strong evaluation plan. (0-10)

1. The evaluation plan describes a clear process for evaluating the project. The methods of evaluation are clearly feasible, comprehensive, and appropriate to the goals, objectives, and context of the project. The evaluation plan is strongly guided by the project's logic model.
2. The applicant has included in its application a well-organized, one-page logic model that clearly links (a) objectives, problems, needs, barriers, or conditions that prevent sustainable systems change; (b) inputs/resources; (c) project activities; (d) outputs; and (e) short- and long-term outcomes. The logic model effectively illustrates the project's approach and guides its evaluation plan.
3. The applicant describes an evaluation plan that will measure process and proximal outcomes, including the achievement of project objectives, satisfaction, accessibility, usability, participation, reach, use, and increased knowledge and skills.
4. The evaluation plan provides evaluation questions that will measure achievement of project objectives, target group knowledge, efficiency of the implementation processes, and the impact of the universal, targeted and tailored T/TA on outcomes for children/youth and their families.
5. The applicant provides an appropriate, feasible, and realistic plan for using evaluation findings to produce ongoing documentation of project activities and results. The evaluation plan includes performance feedback and periodic assessment of program progress that can be used to modify

the program, as necessary, and serve as a basis for program adjustments.

The applicant demonstrates sufficient capacity to conduct a center specific evaluation. (0-5)

1. The applicant demonstrates the in-house capacity to conduct an objective evaluation of the project or presents a sound plan for contracting with a third-party evaluator. The proposed evaluator has extensive experience with research and/or evaluation, clearly understands the population of interest, and demonstrates the necessary independence from the project to assure objectivity.
2. The applicant describes the capability to document project activities and results, including a plan for tracking and analyzing data.

BUDGET AND BUGDET JUSTIFICATION

Maximum Points: 5

1. There is a detailed narrative budget justification for each year of the project related to the service delivery of the four levels of technical assistance (universal, targeted, tailored, permanency).
2. The costs of the project are reasonable and program-related and are commensurate with the types and range of activities and services to be conducted, the number of participants to be served, and the expected goals and objectives.
3. The applicant includes funds for all required items for the project budget, including travel to attend the entrance conference and annual meeting in Washington, DC.
4. The budget includes a specific percentage for evaluation, and the applicant demonstrates that there are sufficient funds in their project budgets each year to support evaluation and data collection activities.
5. The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of the funds received and multiple funding streams described under this FOA.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dnb.com) and an active registration at SAM (www.sam.gov). See *Section III.3. Other*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings

are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

Applications will be reviewed during the Summer 2014. Funded projects will have a start date no later than September 30, 2014.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NOA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NOA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NOA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (CFR) is available at <http://www.gpo.gov>.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR § 74.81_Prohibition against profit), which states that, "...no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the <https://www.acf.hhs.gov/programs/ocs/resource/capacity-building-toolkits-for-faith-based-and-community-organizations>.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award

term, go to <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR Part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at <http://www.gpo.gov/fdsys/pkg/CFR-2001-title45-vol1/content-detail.html>.

Debarment and Suspension

HHS regulations published in 2 CFR Part 376 implement the governmentwide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.sam.gov/>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and

conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/v/grants/discretionary-competitive-grants>.

Freedom of Information Act (FOIA)

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with the FOIA's requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at <http://www.acf.hhs.gov/submit-a-foia-request>.

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. For awards that implement the use of the SF-PPR, that form may be found under "Reporting" at <https://www.acf.hhs.gov/grants-forms>

Federal Financial Reports (FFR)

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than

eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms and at <https://www.acf.hhs.gov/grants-forms>. Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

Tangible Property Report (SF-428)

As of April 1, 2012, the Administration for Children and Families began requiring the use of the Tangible Personal Property Form (SF-428).

The **SF-428** is a standard form used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a federal financial assistance award. The form consists of the cover sheet, SF-428, and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The form is available under "Reporting" at <http://www.acf.hhs.gov/grants-forms> and at http://www.whitehouse.gov/omb/grants_forms.

Real Property Status Report (SF-429)

Beginning with budget periods ending September 30, 2012, and for all budget periods thereafter, all ACF grantees are required to submit the SF-429 report(s) as frequently as required in the terms and conditions of their award(s).

The **SF-429** is a standard report used by recipients of federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that has been/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or

constructed) in whole or in part under a federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using federal funds and real property that was donated to a federal project in the form of a match or cost share donation. This report is used for awards that establish a federal interest on real property.

The form is available under "Reporting" at <http://www.acf.hhs.gov/grants-forms> and at http://www.whitehouse.gov/omb/grants_forms.

The successful applicant will report overall federal fund disbursements in their semi-annual SF-425, but they will have to maintain separate accounting records which identify the source and allocation of funds proportionate to the funding streams of this award. Proportions of the funding streams for this award are specified in *Section II. Award Information, Additional Information on Awards*.

VII. Agency Contacts

Program Office Contact

Roshanda Shoulders
Children's Bureau
CB Operations Center
c/o LCG, Inc.
1400 Key Boulevard, Suite 900
Arlington, VA 22209
Phone: (888) 203-6161
Email: CB@grantreview.org

Office of Grants Management Contact

Robin Bunch
Administration for Children and Families
Office of Grants Management, Division of Discretionary Grants
CB Operations Center
c/o LCG, Inc.
1400 Key Boulevard, Suite 900
Arlington, VA 22209
Phone: (888) 203-6161
Email: CB@grantreview.org

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hsgsgrantsforecast/index.cfm>.

Administration for Children and Families (ACF) <http://www.acf.hhs.gov/>.

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at
<https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](#) Forms Repository webpage at
<http://www.grants.gov/web/grants/forms.html>. See "SF- 424 Family."

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at
<http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html>.

Code of Federal Regulations (CFR) <http://www.gpo.gov/fdsys>. See link under "Featured Collections."

The *Federal Register* <http://www.gpo.gov/fdsys>. See link under "Featured Collections."

United States Code (U.S.C.) <http://www.gpo.gov/fdsys>. See link under "Featured Collections."

Application Checklist

What to Submit	Where Found	When to Submit
Organizational Capacity	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . For electronic application submission this form is available	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the

	<p><i>Submission, this form is available on</i> the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	award of a grant.
Certification of Filing and Payment of Federal Taxes	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement.</p> <p>The Certification may be found at http://www.acf.hhs.gov/grants-forms.</p>	If applicable to the applicant, it must be submitted prior to the award of a grant.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non-Construction Programs	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled,</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

	<p>"Mandatory."</p> <p>Also available at</p> <p>http://www.acf.hhs.gov/grants-forms and at</p> <p>http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>These forms are required for applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL. 	
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p> <p>Do not attach required application elements or additional pages to the SF-424</p>

	<p>"Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p>at Questions 14 or 15!</p> <p>See Section IV.2.</p> <p>Formatting ACF Applications.</p>
SF-424 Key Contact Form	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>
SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>

DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in <i>Section III.3. Other</i> in the announcement. To obtain a DUNS number, go to http://fedgov.dnb.com/webform . To register at SAM, go to http://www.sam.gov .	A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
Plan for Oversight of Federal Award Funds	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3.</i>
Logic Model	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

Project Sustainability Plan	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in <i>Section IV.2. The Project Description.</i>	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3.</i> If not available at the time of application submission, due by the time of award.
The Project Description	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description.</i> The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>